



# ACTION PLANNING TOOL



## ACTIVITY or ACTION:

**WHO** - *Identify who will take the lead in accomplishing this action item? For the purposes of informing others, include their complete contact information.*

**SUCCESS FACTORS** - *What are the key factors that will determine success? What are the salient points that should be considered when implementing your strategy? What barriers or challenges to success might exist? Finish statements like "This won't work unless we..." or "To be successful, we must..."*

**TIMETABLE** - *What is a reasonable deadline to complete this action item? Are there barriers or unknown factors that will make it difficult to establish a deadline? How will you address these challenges? Identify interim benchmarks and key dates for this activity or action.*

**PLANNED OUTCOMES** - *What outcomes or accomplishments are expected once this goal has been reached? You may want to consider answering the question: "What difference does this make?"*

**MEASURING SUCCESS** - *How will you know when your action item or strategy has succeeded? What benchmarks or measurements can you put in place to judge or gauge your success? What outcomes or accomplishments are expected once this goal has been reached? You may want to consider answering the question: "What difference does this make?"*

**TECHNICAL ASSISTANCE** – *What types of technical assistance do you anticipate needing to accomplish this action item?*

**COMMENTS** - *Use this section to add any other notes or comments that pertain to this action item.*